



SUBJECT: **JOB OPPORTUNITY: OFFICE OF DEFENSE COOPERATION (ODC) ASSISTANT, FSN-7**

ISSUING OFFICE: MGT: Erica Renew

OPEN TO: **All Interested Candidates**

POSITION: **OFFICE OF DEFENSE COOPERATION ASSISTANT**

OPENING DATE: January 5, 2015 **CLOSING DATE:** January 19, 2015

WORK HOURS: Full time, 40 hours/week

SALARY: Ordinarily Resident: Starting annual salary for **Full-time performance 428,903 Kč** (Position Grade: FSN-7)

NOTE: All applicants who are not Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and residency permits to be eligible for consideration.

The U.S. Embassy in Prague, Czech Republic is seeking an individual for a full-time position of Administrative Assistant in the Office of Defense Cooperation.

BASIC FUNCTION OF POSITION

Manages the George C. Marshall Center Program for Security Studies, assistant manages the ~\$1.8M International Military Education and Training program and the ~\$400k Office of Defense Cooperation (ODC) budget, serves as Card Holder for the Government Purchase Card, manages the ODC Petty Cash fund, manages the ODC inspection and property programs, and provides direct administrative support with emphasis on: screening telephone calls and visitors to the office; database management; correspondence management, including preparation and dissemination; making travel arrangements for IMET students; managing the ODC vehicle fleet; managing ODC procurements; and performs other routine and recurring tasks as directed by the ODC Chief.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact phone number +420 257 022 734 / email HRORPrague@state.gov.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.



- A. Education: Completion of secondary school is required.
- B. Prior Work Experience: 2 years of progressively responsible experience to include the following administrative and management duties: organization and management of office operations, computer skills, Microsoft Office software expertise, and database management.
- C. Language Proficiency (list both English and host country languages proficiency requirements by level (II, III, IV) and specialization (speak/read): Level 4/4 (Fluent) speaking/reading Czech is required. Level 4/4 (Fluent) speaking/reading English is required.
Language proficiency will be tested.
- D. Job Knowledge: Must have good working knowledge of Czech and U.S. military structures, as well as a working knowledge of the Czech Ministry of Defense structure and positions. Knowledge of diplomatic/military/Embassy protocol.
Basic knowledge of generally accepted accounting principles.
- E. Skills and Abilities:
- Basic computer skills and familiarity with the Microsoft Office Suite of programs, to include Microsoft PowerPoint, Word, Outlook and Excel.
 - Driving skills and qualifications to confidently drive oneself and personnel to various locations and bases throughout the Czech Republic and Germany.
 - Ability to present a professional appearance and conduct meetings in a proper diplomatic manner.
 - Possess the interpersonal and communication skills to represent the U.S./ODC in meetings, phone conversations, and training events and to develop/maintain professional contacts.
 - Possess the ability to handle stressful situations in a professional manner, as well as react appropriately to deadlines, changes of priority, and short notice requirements.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFM) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.



5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position should submit the following, or the application will not be considered:

1. A current resume or curriculum vitae (CV) that provides the same information as the DS-174 (education and employment history, citizenship, veteran's status, and a notation if you have ever worked for the U.S. Government before); **or**
2. Application for Employment as a Locally Employed Staff or Family Member (DS-174).
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION IN WRITING BY E-MAIL TO:

HROPrague@state.gov. Please include "ODC Assistant "in the subject line.

Or by fax to: 257-022-811

Or by mail to:

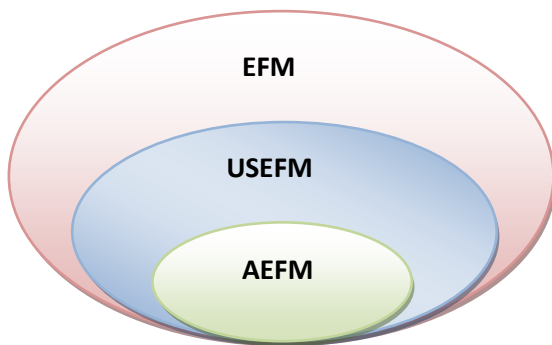
Human Resources Office
American Embassy Prague
Trziste 15
118 01 Prague 1, Czech Republic

CLOSING DATE FOR THIS POSITION: January 19, 2015.

The U.S. Mission in the Czech Republic provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,



- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).